



UNIVERSITI TEKNOLOGI MARA

ADS404: INTRODUCTION TO PUBLIC ADMINISTRATION

Course Name (English)	INTRODUCTION TO PUBLIC ADMINISTRATION APPROVED
Course Code	ADS404
MQF Credit	3
Course Description	The course will provide an overview of the field of public administration by focusing on its structural components and theories. It would also introduce students to the principles and constraints that form the environment of the public administrator. Students would learn the different concepts and major topics of public administration and its intellectual development. Students will get acquainted with the structure, issues and "themes" of the public service especially in Malaysia
Transferable Skills	1. Demonstrate the ability to communicate clearly and confidently and listen critically. 2. Demonstrate the ability to socialize with people from different walks of life. 3. Demonstrate the ability to identify and articulate self-skills, knowledge, and understanding confidently and in a variety of contexts.
Teaching Methodologies	Lectures, Tutorial, Reading Into Writing Task, Presentation
CLO	CLO1 Compare the structural components of public administration in Malaysia and global context. CLO2 Demonstrate social skills with a community in identifying effective functions of public administration in Malaysia. CLO3 Discuss through the oral presentation the issues and challenges of public administration in a representative democracy.
Pre-Requisite Courses	No course recommendations
Topics	
1. 1. Introduction to Public Administration 1.1) a. The meaning of Public Administration 1.2) b. Public Administration and society 1.3) c. The policy and administration dichotomy 1.4) d. Administration and Politics 1.5) e. Private and public administration 1.6) f. Roles of public administration 1.7) g. Public Administration in Malaysia	
2. 2. Bureaucracy and Public Organization 2.1) a. Introduction to public organization 2.2) b. Definition of bureaucracy 2.3) c. Types of bureaucracy 2.4) d. Max Weber's theory of Bureaucracy and its criticism 2.5) e. Neutral bureaucracy, its advantages and disadvantages 2.6) f. Weberian bureaucracy in Malaysia 2.7) g. New Public Management (NPM)	
3. 3. Public Administration and Federalism 3.1) a. The Malaysian Federalism 3.2) b. Administrative machinery at the federal level 3.3) c. Administrative machinery at the state level 3.4) d. Administrative machinery at the local government level	
4. 4. Personnel Administration 4.1) a. Personnel administration in the public sector 4.2) b. Process of personnel administration 4.3) c. Criteria and methods of recruitment 4.4) d. Roles of Public Service Commission (PSC) and Public Service Department (PSD)	

5. 5. Ethics in Public Administration 5.1) a. Introduction of ethics 5.2) b. The Importance of Ethics in Public Administration 5.3) c. Ethics Initiatives in Malaysian Public Service
6. 8. Contemporary Issues In Public Administration 6.1) Current issues in public administration
7. 7. Public Policy 7.1) a. Definition of public policy 7.2) b. Significance of public policy 7.3) c. Approaches of policy making process 7.4) d. Formulation of public policy in Malaysia
8. 6. Financial Administration 8.1) a. Introduction to government financial administration 8.2) b. Definition of financial administration 8.3) c. Purpose of financial administration 8.4) d. Significance of financial administration

Assessment Breakdown	%
Continuous Assessment	40.00%
Final Assessment	60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	written report	10%	CLO2
	Presentation	Group presentation	10%	CLO3
	Test	Chapter 1 to Chapter 6	20%	CLO1

Reading List	Recommended Text
	<ul style="list-style-type: none"> • Jay M. Shafritz and E. W. Russell 2000, <i>Introduction to Public Administration</i>, 2nd edition Ed., Longman • Jayum A Jawan. 2003, <i>Malaysian Politics & Government.</i>, (1st ed) Ed., Karisma Publications. Shah Alam • Rosenbloom, David and Robert Kravchuk 2005, <i>Public Administration.</i>, McGraw Hill. • Richard J. 2003, <i>Public Administration - Concepts and Cases</i>, 8th Edition Ed., Houghton Mifflin Company Boston, MA • Hal G. Rainey 2009, <i>Understanding and Managing Public Organizations.</i>, 4th Ed., Jossey-Bass San Francisco • Edited by Andrew Massey, Professor, University of Exeter and Karen Johnston 2015, <i>The International Handbook of Public Administration and Governance</i>, Edward Elgar Publishing Limited UK [ISBN: 978 1 78195 4] • Marc Holzer and Richard W Schwester 2016, <i>Public Administration: An Introduction</i>, 2nd Ed., Taylor and Francis New York & London [ISBN: 978-07656391]

Article/Paper List	This Course does not have any article/paper resources
--------------------	---

Other References	
	<ul style="list-style-type: none"> • book Abdul Aziz Bari 2002, <i>Cabinet Principles in Malaysia The Law & Practice</i> , The Other Press, Kuala Lumpur • book Richard J. 2003, <i>Public Administration - Concepts and Cases, 8th Edition</i> , Houghton Mifflin Company, Boston, MA • book Hal G. Rainey 2009, <i>Understanding and Managing Public Organizations, 4th</i> , Jossey-Bass, San Francisco • book Jay M. Shafritz 2000, <i>Defining Public Administration: Selections from the International Encyclopedia of Public Policy and Administration</i> , Westview Press, Boulder, CO